

County of Gloucester
Human Resources Manual

CHAPTER:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
SECTION:	10 – REIMBURSEMENT FOR EXPENSES	REVISED: 11/21/06

Employees who receive advance approval from their department head will be reimbursed for legitimate reasonable expenses, including travel expenses associated with the use of a personal vehicle. Employees must obtain vouchers from their department heads who will provide instructions for filing for reimbursement expenses.

Reimbursements include General Expenses (as per negotiated contract); Mileage Expenses (as per negotiated contract and IRS regulations); and Tolls and Parking Expenses. All requests for such reimbursement must be itemized and accompanied by receipts. Mileage reimbursement requests should be based on **actual** miles traveled and exclusive of travel to and from the employee's work station site.

In the event any employee is required to travel out of the State of New Jersey in the course of his/her employment, he/she shall follow the guidelines detailed below (as stated in the Purchasing Procedures Manual):

All requests for reimbursements must first be approved by the Department Head. Once approved, a purchase requisition must be submitted to the Purchasing Department with an approved Travel Authorization Form attached (please see HR 9.10 EXHIBIT Y titled "Travel Request Form"). This requisition must be submitted with enough time being allowed for arrangements to be made.

When there is not enough time allowed for the above, reimbursement will only be made to the employee with all proper documentation attached to the requisition, including a completed Travel Request Form (please see HR 9.10 EXHIBIT Y titled "Travel Request Form").

A requisition with documentation attached, such as the original receipts for tolls and meals and a mileage log, should be forwarded to the Purchasing Department. In the case of reimbursement for Department Heads, as in the past, the requisition must first be submitted to the Department's Freeholder for signature and then forwarded with documentation attached to the Purchasing Department.

All requests for reimbursement must be submitted in a timely fashion but in no case should requisitions lapse over 90 days. Please do not submit claims for reimbursements until they have reached a total of \$25.00. Once this amount is reached, you have until the end of the following month to submit the requisition. Any expenses incurred during the

month of December must be submitted by January 30th of the following year. Failure to submit a timely claim may result in denial of your reimbursement.

Employee:

Seeks approval for expenses prior to incurring the cost.

Seeks approval for travel expenses, prior to traveling, from Department Head by completing the Travel Request Form

Department Head/Designee:

Approves or disapproves employee expenses.

Submits requisitions for their own travel expenses to the Deputy Treasurer to initiate the approval process.